



BOWLING GREEN STATE UNIVERSITY

Office of Human Resources
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Bowling Green, Ohio 43403-0201
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EMPLOYMENT TRANSFER

To qualify for a department transfer, an employee must have completed his/her probationary period and possess minimum qualifications for position as outlined on the Position Vacancy Announcement.

Section I

Employees Name _____ BGSU ID # _____
Present Department _____ Job Opening # _____
Present Classification _____ Work Telephone # _____
Employee Date of Hire _____ Home Telephone # _____
Applying For _____ Present Pay Grade _____
Probationary Period _____ Proposed Pay Grade _____

Section II

I understand the hiring supervisor may review my three most recent employee performance evaluations and perform reference checks as it pertains to this position.

Signature _____ Date _____

Section III

Attach resume or data sheet containing information on your current duties/responsibilities, work history, education and training, skills (list various equipment used, software/computer skills, trades, etc.), and any pertinent information that will qualify you for this position. Information must be turned in to the Office of Human Resources by 1:00 p.m. on the deadline date.